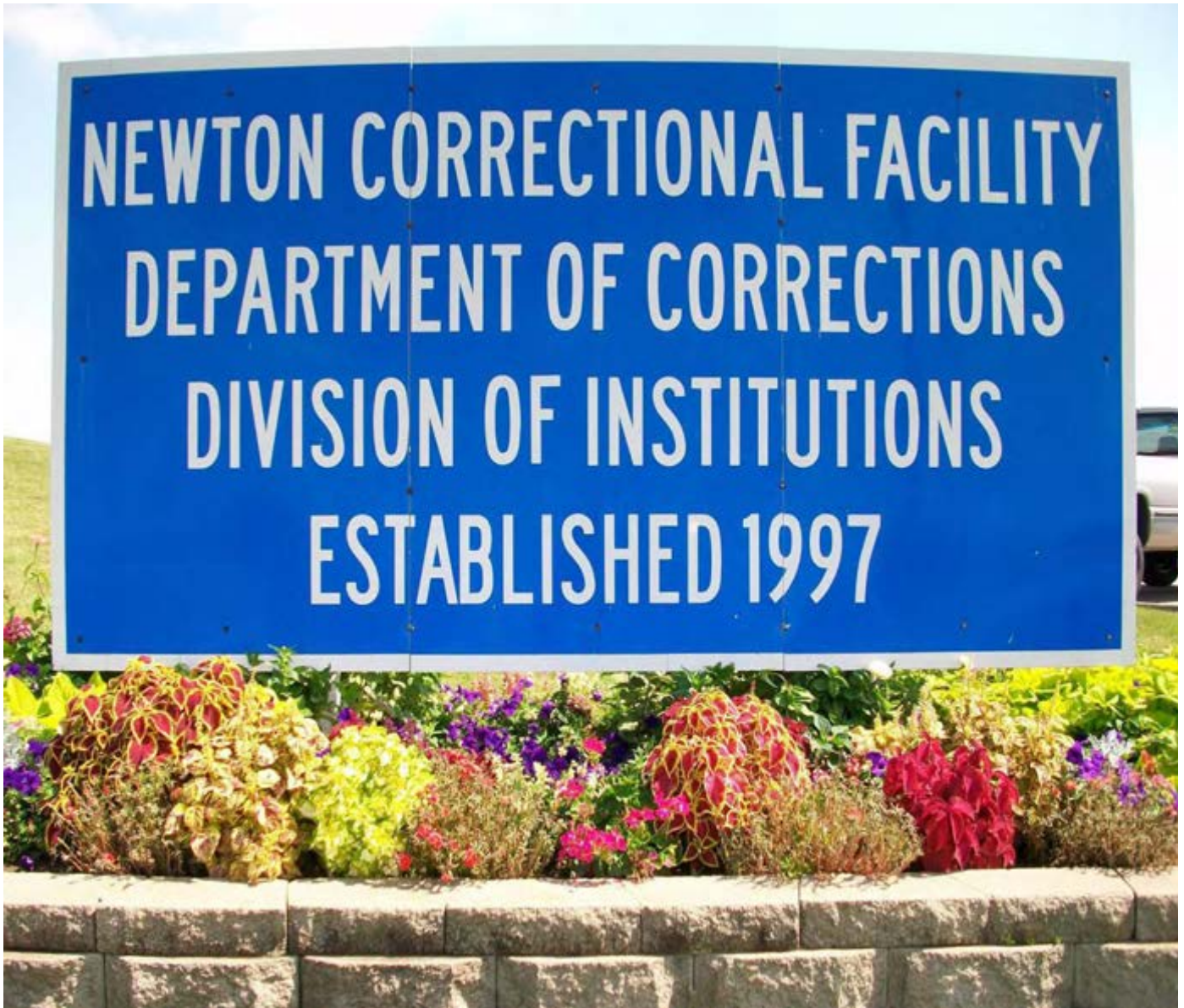


# **ANNUAL REPORT**

## **FISCAL YEAR 2021**

**Submitted pursuant to Section 904.307 of the Code of Iowa**

**Shawn Howard - Warden**





## STATE OF IOWA

KIM REYNOLDS, GOVERNOR  
ADAM GREGG, LT. GOVERNOR

DEPARTMENT OF CORRECTIONS  
BETH A. SKINNER, PhD, DIRECTOR

SHAWN HOWARD, WARDEN  
NEWTON CORRECTIONAL FACILITY

Dear Director Skinner,

On behalf of the staff at the Newton Correctional Facility, it is my pleasure to submit our Fiscal Year 2021 Annual Report.

As you are well aware, COVID was still a major part of our lives this fiscal year. Treatment classes were on hold a large part of this timeframe so we are eagerly waiting to get started back full-time.

Staffing shortages across the nation have continued to rise and while we are down in numbers, we continue to strive to meet the mission of the Iowa Department of Corrections in Creating Opportunities for Safer Communities. We are working diligently to come up with some unique ideas to be able to hire additional staff.

I think as you review this report, you will find that our Staff are exceeding the challenges that this pandemic has brought and are truly our best asset.

Sincerely,

Shawn Howard  
Warden

The mission of the Iowa Department of Corrections is:

**“Creating Opportunities for Safer Communities”**

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## *HISTORY*

The Riverview Honor Farm was established as a satellite unit of the Iowa State Penitentiary (ISP) when the first 14 incarcerated individuals arrived on March 12, 1962. With the purchase of 1467 acres of farm land located approximately six miles south of Newton, the location became a replacement for the Clive Honor Farm (now known as the Living History Farms). The intent of the honor farm was to provide meaningful work opportunities for minimum security incarcerated individuals. The farm operations were used as honor farms for utilization of incarcerated individual labor that could be trusted with a minimum of supervision. The philosophy was such that the incarcerated individuals were to be fully employed in meaningful, purposeful work, and that the farming operations existed primarily for the betterment of the incarcerated individuals and society as a whole. The farm was technically operated as a prison industry. No prisoners whose home was closer than or who was convicted within 75 miles could be placed there. The farm operation consisted of corn, soybean and hay production along with hog and beef cattle enterprises.

In 1964, a Correctional Release Center was established utilizing the facilities of the Riverview Honor Farm. The mission of the Release Center was to provide intensive services for incarcerated individuals who were preparing for parole or discharge. Thirty men were assigned to Riverview and 50 to Clive. These 80 incarcerated individuals were supervised by 10 guards and the superintendent. A new dorm was constructed at Newton to house 50 parolees and 30 incarcerated individuals in 1965. The Clive Honor Farm was sold and its operations were transferred to Newton. The initial program was to be a 30-day program for ISP parolees. This was later expanded to provide services to incarcerated individuals **being released from the Men's Reformatory** in Anamosa.

The Riverview Release Center became a separate correctional institution on July 1, 1967 and was established to provide services to all male incarcerated individuals being released from all male correctional institutions. During the fiscal year 1968, the Release Center received 749 men to be prepared for release with 27 staff members.

**Iowa's Work Release Law became effective on July 1, 1967. The basic purpose of work release** was to assist in the treatment rehabilitation of the incarcerated individuals. Under the law, incarcerated individuals sentenced to an institution under the jurisdiction of the department could be granted the privilege of leaving the actual confinement for the purpose of working at gainful employment in the state. It was believed that the more gradual the transition by work release from prison to society, the greater chances of remaining in the community as a useful productive citizen.

Riverview received an additional appropriation to establish work adjustment and training positions for incarcerated individuals in the DOT and other state agencies. This pilot program came to be known as the Prisoner Employment Program (PEP). The PEP later employed staff and leased a building in Des Moines which employed up to 70 incarcerated individuals. They were involved in auto body work and printing shop work. The incarcerated individuals were transferred by bus back and forth to work every day. The PEP stayed with Riverview until it was transferred under Iowa State Industries on April 30, 1980.



In 1992 the Release Center opened a 100 bed addition and the Violator Program was established for the community corrections incarcerated individual who violated the conditions of their parole but did not need long-term incarceration. On July 29, 1997, the new 750 bed Newton Correctional Facility opened as a medium-security prison just up the hill from the Release Center. For the first time, combining a large minimum-security facility with a medium-security institution.



*NEWTON CORRECTIONAL FACILITY MEDIUM SITE*



*CORRECTIONAL RELEASE CENTER-MINIMUM SITE*

# ***NCF EXECUTIVE TEAM***



SHAWN HOWARD  
WARDEN



SEAN CRAWFORD  
DEPUTY WARDEN



TROY WHITE  
ASSOC. WARDEN/SECURITY



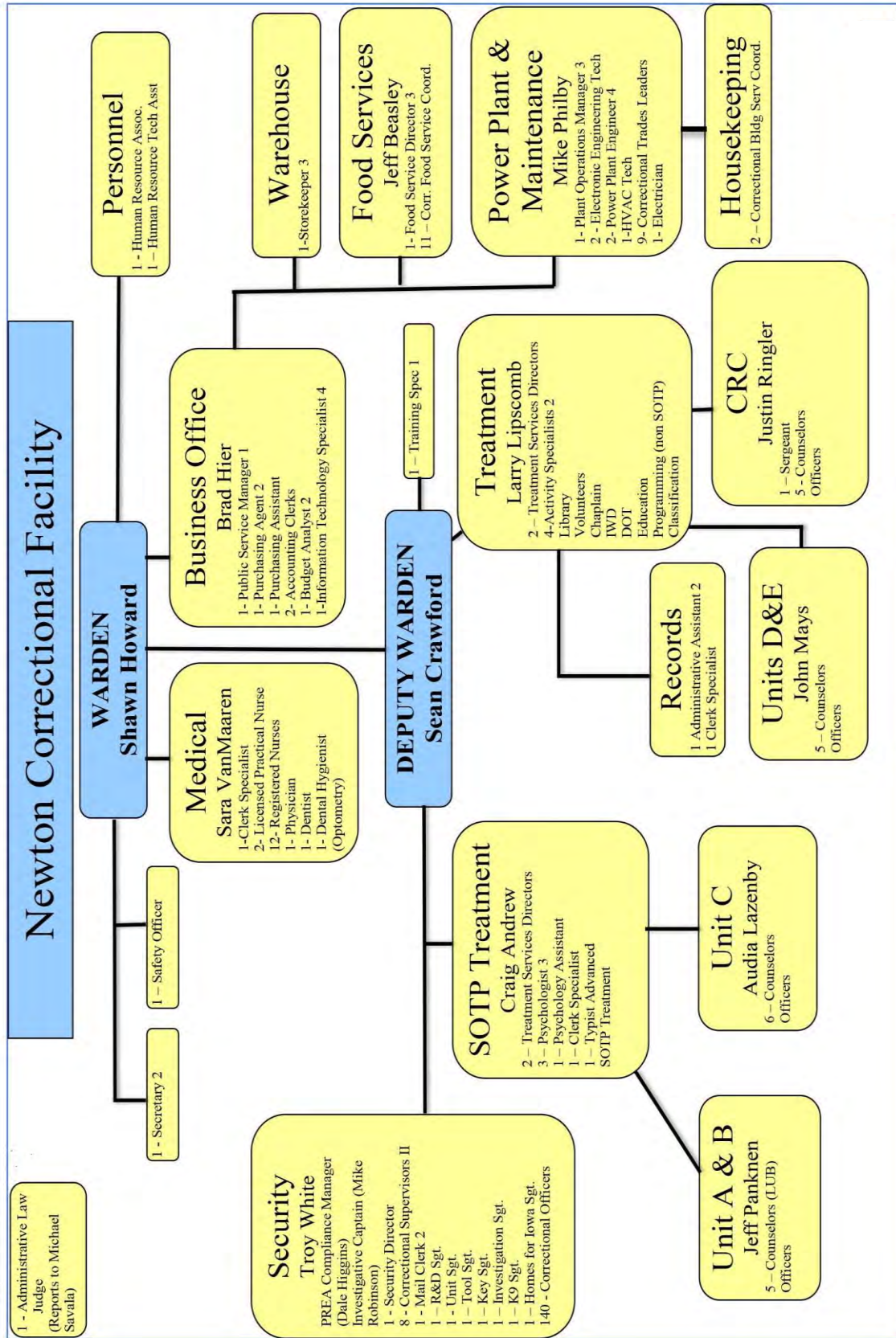
BRAD HIER  
ASSOC. WARDEN/ADMIN.



LARRY LIPSCOMB  
ASSOC. WARDEN/TREATMENT



CRAIG ANDREW  
ASSOC. WARDEN/TREATMENT





# TREATMENT PROGRAMS

## *Sex Offender Treatment Program*

NCF focuses on SOTP as the bulk of our population are required to participate in SOTP. The Good Lives Model is the treatment model we use to facilitate this programming. Those assessed as lower risk are placed in Track 1 treatment, and those assessed as moderate-high and above are placed in Track 2 treatment. The greatest difference between the two are the hours of treatment dosage. The program not only focuses on **accountability, taking responsibility for one's crime, and coming forward with other victims**, it also takes an inward look at negative behaviors one was displaying that led up to the offense or abuse of victims.

Positive goal setting is also key in one transitioning to the community. Whether one is looking at positive goals in work, hobbies, family, activities, or spiritual. Focusing on these positives can help an individual build a better life for themselves and help create a safer environment for those around them. **Gaining one another's trust is key in this type of environment.** Individuals participate in CVSA examination (computer voice stress analysis), which is a requirement of the treatment process. The ultimate goal is to graduate individuals through the SOTP program and have a safer Iowa, with no more victims. During FY21, we had a total of 227 successfully complete the program.

## *Moral Reconciliation Therapy (MRT)*

Moral Reconciliation Therapy (MRT) seeks to decrease recidivism among both juvenile and adult criminal incarcerated individuals by increasing moral reasoning. MRT is systematic and implements a cognitive-behavioral approach, which positively addresses an **adolescent's ego, social, moral, and positive behavioral growth.**

MRT uses 12-16 objectively defined steps, which focus on seven basic treatment issues:

- Confrontation of beliefs, attitudes and behaviors
- Assessment of current relationships
- Reinforcement of positive behavior and habits
- Positive identity formation
- Enhancement of self-concept
- Decrease in hedonism and development of frustration tolerance
- Development of higher stages of moral reasoning

Sessions can be individual and group sessions. Groups meet once or twice weekly and can range in length from 3-6 months.

During FY21, NCF/CRC had 91 incarcerated individuals successfully complete the program.



## *ACT-V (ACHIEVING CHANGE THROUGH VALUE-BASED BEHAVIOR): 12 WEEKS IN LENGTH\**

During FY'21, there were 22 Incarcerated individuals that completed this class. The 24 sections of this manual guide people to put their lives and relationships on an entirely **different track by equipping them to make different choices than they've made** in the past. Staff work with clients to increase their awareness of the factors that influence their behavior (e.g., past experiences, unwanted mental experiences, barriers to change) and, building on that awareness, to learn new, workable behaviors consistent with their values. One of the main goals is to help the participants learn these skills by direct experience. A good analogy is teaching someone to ride a bike. Verbal instruction alone will never be enough. They need to get on the bike and let their body learn how to do it. The same thing is true of the skills presented in this manual. As the group members move through the skill-building sessions, staff may be tempted to help them with advice, problem-solving, and extra explanations or instructions, but staff need to let them come to realizations on their own and experience the confusion and frustration that inevitably comes with learning these new (and sometimes counterintuitive) skills. A major obstacle to this type of learning is the mind. **Participants' rules, beliefs, attitudes, thoughts, etc.** will act as barriers to the learn-by-doing approach, although the use of metaphors and in-the-moment exercises will help them get past some of the barriers that language and thinking create. Overall, the ACTV **facilitator's stance is non-confrontational** and collaborative. Staff relate to the participants from an equal, compassionate, genuine and sharing point of view, and respect their ability to shift from ineffective to effective behavior. Staff can model the supportive, respectful behavior wanted to teach and roll **with resistance in two valuable ways: by showing willingness to experience staff's own discomfort, and by not arguing, lecturing, or attempting to convince the participants.** Finally, staff try not to **express judgment or opinions about a participant's experience.**

### *Prime for Life (321J)*

Prime for Life is only given to those identified by the DOT Mobility Manager as a **requirement to obtain their Iowa Driver's License due to receiving an OWI in the State of Iowa** (per Iowa Code). NCF teaches a 12 hour curriculum. Once the incarcerated individual completes the program, the completion is submitted into the DOT system. This program is taught at CRC to assist with eliminating barriers of incarcerated individuals as **they integrate back into their communities.** During FY'21, there were 13 who successfully completed this program.



# Education

## HiSET

- 78 individuals took at least one HiSET test at NCF/CRC in fiscal year 2020-2021.
- 43 completed and passed all five HiSET tests with an average test score of 12.
- **The department's overall passing rate was 92% with 0 registered fails out of 299 total tests.**
- The department recorded 4,226 total contact hours in HiSET.

2020-2021 HiSET Testing Summary NCF/CRC					
Subject	HiSet Tests Given	Fails	Average Scores	Current Pass Rate Percent	Last Year's Pass Rate Percent
Writing	52	1	11	98%	92%
Social Studies	56	4	13	93%	95%
Science	55	3	13	95%	98%
Reading	65	10	10	85%	76%
Math	71	7	10	90%	88%
Overall Total	299	25	11	92%	90%

## Literacy & ESL

- 148 individuals participated in Literacy programs in fiscal year 2020-2021
- 0 of those individuals were considered ESL students.
- 76 individuals earned their Literacy Completion Certificate.
- The departmental completion rate was 51%.
- The department recorded 328 total contact hours in Literacy/ESL.

## Special Education

- 2 individuals participated in Special Education programs in fiscal year 2020-2021. The department recorded 34 total contact hours in Special Education.

## Vocational Education

- The total contact hours for all Vocational Programs for the fiscal year were 2135.

NCF/CRC offers the following Vocational Programs:

### Life Skills

- 109 individuals completed the Life Skills program.
- The Life Skills completion rate was 100%.
- The total contact hours for the Life Skills program were 2135.

## Testing and Assessment

- Testing and Assessment hours accumulated at NCF/CRC during the 2020-2021 fiscal year is 776 hours.

### **HiSET Testing**

- HiSET testing hours totaled 574 for the 2020-2021 fiscal year.

### **HiSET CASAS Testing**

- The total CASAS testing hours were 202 for the 2020-2021 fiscal year.

## **Staffing**

- The department employed 4 full-time and no part-time instructors in fiscal 2021. Of these instructors, 2 teach HiSET, 1 teaches HiSET/Literacy/ESL and 1 teaches Life Skills.

## **Highlights**

- Due to a Covid outbreak in December, NCF was shut down through March 15<sup>th</sup> with no education services provided at that site.
- The CEA audit for reaccreditation that was originally planned for April 2020 occurred on June 24, 2021. NCF/CRC passed the audit and are waiting for accreditation certificate.



# Apprenticeship Training

Currently Newton has 45 registered apprentices, with 6 completing within the past year. Incarcerated individuals that participating in the following apprenticeship programs are listed:

Electrician: 1	Housekeeper: 3	HPL (general const.): 4
Barber: 2	Cook: 2	Peer Specialist: 1
Metal Fabricator: 1	Landscaping/Grounds keeper: 3	Baker: 1
Material Handler: 1	Materials Coordinator: 8	HVAC: 1
Landscape Technician: 5		Mold Injection: 22

One of the newest and most successful apprenticeship programs is taking place at CRC. Homes for Iowa is a program which allows II's to learn and master a wide range of construction skills including electrical, HVAC, plumbing, and general overall construction certification (HPL). This program uses the nationally recognized NCCER curriculum. This curriculum is used for the core portion of the program that all new employees are required to take, an extension of NCCER is also used for the 4 apprenticeships available in this program: Electrician, Plumber, HVAC, and HPL (Home Practical Laborer). The resulting product of this program is new, economical homes built on site, and available to the public. The homes are then transported to the location of the buyer's choosing. This program is projected to increase greatly in the coming years in regards to employees and number of homes produced.

A partnership also began in 2021 with Quantum Plastics, not only would II's have the opportunity to work at this private sector company, but they also would be completing a newly rolled out Plastic Mold Injection Apprenticeship. This apprenticeship requires 2000 hours of OJT (1yr) and 170 hours related instruction (books and testing). In conjunction with training hours, II's complete a classroom portion where they are tested and required to display their new knowledge of this skilled trade. This has been the apprenticeship that has seen the largest increase, and has the most participants at this time.

Below is a snapshot of some of the current apprenticeship programs currently going on at NCF/CRC, and the necessary hours and related instruction hours required to successfully complete the program:

## **Baker – 6000 hours of OJT (3yrs) and 438 hours of related instruction (books and testing)**

- Cleaning & greasing pans; care of machinery, cleaning utensils and room; personal cleanliness
- Handling, racking, filling, icing – doughnuts, bread, cakes and cookies
- Mixing, making up, punching and picking out dough and handling dough
- Rounding up bread and rolls; making up bread, rolls etc., drop out cupcakes; help make pastry dough
- Dough room control; formula balance, temperature and times for baking



**Cook** – 4000 hours of OJT (2yrs) and 348 hours of related instruction (books and testing)

- Vegetable prep (cooked)
- Meat preparation (for cooking)
- Cooking (meats and vegetables)
- Making soups, gravies and sauces
- Making salads
- Baking

**Electrician** – 8000 hours of OJT (4yrs) and 635 hours of related instruction (books and testing)

- Wiring
- Control Equipment
- Fixture Work
- Lighting
- Assembly
- Installation
- Electric Motors
- General Maintenance
- Hanging fixtures and appliances
- Electronic Control and Equipment
- Instrumentation
- Electrical Safety

**Landscape Technician** – 2000 hours of OJT (1yr) and 170 hours of related instruction (books and testing)

- Organize equipment, tools and materials for maintenance projects.
- Maintain (sharpen and minor adjustments) tools, equipment, check and advise vehicle maintenance.
- Mow, edge and rim turf areas using tools and equipment safely.
- Weed, rake and cultivate, shrub, groundcover, and turf areas using tools safely.
- Plant, cultivate, maintain flowerbeds and potted plants using tools safely.
- Prune shrubs and trees (below 30 feet) using tools and safety equipment.
- Stake, guywire and adjust hose ties, etc., to prevent girdling.
- Apply fertilizers as directed.
- Apply specific herbicides, insecticides, and fungicides as directed using tools and equipment safely.
- Apply rodent baits and traps as directed.

**Material Coordinator** – 4000 hours of OJT (2yr) and 325 hours of related instruction (books and testing)

- Safety, identification of hazardous conditions care & use of material handling equipment
- Inventory management & record keeping

- Material acquisition, purchasing, pickup & delivery

**Welder** – 6000 hours of OJT (3yrs) and 450 hours of related instruction (books and testing)

- Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Submerged Arc Welding
- Gas Tungsten Arc Welding
- Oxygen Acetylene cutting and Welding

**Homes for Iowa Apprenticeships**—8000 hours of OJT (4yrs) and NCCER instructions and testing.

- Electrician
- Plumber
- HVAC
- HPL –2000 hours of OJT (1yr)



# Transportation/Distribution/Logistics Training at Iowa Correctional Release Center

## Course Description

Seven week comprehensive training for warehousing and logistics careers provided by Central Iowa Works and DMACC. Students will learn about the global supply chain basics, logistic environments, safety principles, material handling and equipment operation, hazmat materials, quality control, product receiving, storage, packaging and shipment, inventory control, transportation modes, dispatch and tracking.

Individuals who complete the course will earn four certificates: Certified Logistics Associate and Certified Logistics Technician, Osha 10 certification, Forklift Certification, and receive four postsecondary academic credits.

We had 12 incarcerated individuals complete the TDL program this year. These II will have demonstrated the skills and received the certifications that make them eligible for employment opportunities such as forklift operator, order filler, stocker, materials handler, production worker, shipping and receiving clerk, assembly worker, dock worker, distribution worker, inventory clerk, and many more.

## Grinnell College Classes

Grinnell College works with the Newton Correctional Facility to offer classes for the incarcerated individuals. We pivoted from in-person coursework because of the pandemic, but continued offering coursework through videoconference and speakerphone. We returned to in-person coursework in June 2021. We had 21 Incarcerated Individuals enrolled in classes.

Channel 2: Grinnell TV—a pandemic project

In addition to college coursework, in spring 2021, Grinnell staff and students curated **“Channel 2,” or “Grinnell TV.” We curated educational content weekly on this TV station** for over 6 months, focusing on lectures and talks from Grinnell College. We provided print supplemental readings and materials for all incarcerated individuals. We discontinued the channel in June 2021, when we were able to return to in-person educational offerings.

College coursework

In 2021, we offered a total of 6 college courses worth 20 credits. We had to limit our coursework during the worst of the pandemic, and increased our offerings when we were able to return in person.

# NCF Financial Report

		Department Revised Budget	Year to Date Actuals	Projected Remaining Revenue / Expense	Projected Total	Total Projected Percentage
<b>FTE Positions</b>						
	Correctional Officer	140				
	Total Staffing	258				
<b>Resources Available</b>						
04B	Balance Brought Forward - Drug Forfeiture	-	-	-	-	---
04B	Balance Brought Forward - Local Funds	-	-	-	-	---
04B	Balance Brought Forward - General Fund	-	-	-	-	---
05A	Appropriation	28,061,220	28,061,220.00	-	28,061,220.00	100.00%
---	Appropriation Transfer	-	-	-	-	---
05L	Legislative Adjustments	-	(253,025.00)		(253,025.00)	---
201R	Federal Support	-	-	-	-	---
202R	Local Governments	-	-	-	-	---
204R	Intra State Receipts	3	-	-	-	0.00%
205R	Reimbursement from Other Agencies	1	-	-	-	0.00%
234R	Transfers - Other Agencies	-	-	-	-	---
301R	Interest	-	-	-	-	---
401R	Fees, Licenses & Permits	50,000	84,865.98		84,865.98	169.73%
401R	Enrollment / Supervision Fees	-	-	-	-	---
401R	Sex Offender Fees	-	-	-	-	---
401R	IDAP / BEP Fees	-	-	-	-	---
401R	Other Client / Group Fees	-	-	-	-	---
402R	Tuition & Fees	-	-	-	-	---
501R	Refunds & Reimbursements	20,000	43,503.76		43,503.76	217.52%
501R	State Offender Rent	-	-	-	-	---
501R	Federal Bed Rent	-	-	-	-	---
501R	Federal UA Contract Reimbursements	-	-	-	-	---
602R	Sale of Equipment & Salvage	-	-	-	-	---
603R	Rents & Leases	-	-	-	-	---
604R	Agricultural Sales	-	-	-	-	---
606R	Other Sales & Services	-	-	-	-	---
701R	Unearned Receipts	-	-	-	-	---
704R	Miscellaneous					



Total Resources Available		28,131,224	27,936,565	-	27,936,565	99.31%
Funds Expended and Encumbered						
101	Personal Services-Salaries	23,031,654	21,549,658.64	-	21,549,658.64	93.57%
					-	
202	Personal Travel (In State)	2,953	3,192.03		3,192.03	108.09%
203	State Vehicle Operation	85,000	64,612.46	-	64,612.46	76.01%
204	Depreciation	1	58,247.00		58,247.00	5824700.00%
205	Personal Travel (Out of State)	2,251	3,231.99	-	3,231.99	143.58%
301	Office Supplies	12,911	17,863.21	-	17,863.21	138.36%
302	Facility Maintenance Supplies	75,900	263,904.33	-	263,904.33	347.70%
303	Equipment Maintenance Supplies	76,000	155,395.58	-	155,395.58	204.47%
304	Professional & Scientific Supplies	67,300	187,080.94	-	187,080.94	277.98%
306	Housing & Subsistence Supplies	430,000	552,903.24	-	552,903.24	128.58%
307	Ag,Conservation & Horticulture Supply	7,000	11,442.55		11,442.55	163.47%
308	Other Supplies	10,576	15,256.07	-	15,256.07	144.25%
309	Printing & Binding	-	-	-	-	---
310	Drugs & Biologicals	-	-	-	-	---
311	Food	1,550,602	1,510,966.24	-	1,510,966.24	97.44%
312	Uniforms & Related Items	124,500	215,822.63		215,822.63	173.35%
313	Postage	-	-	-	-	---
401	Communications	45,000	62,293.84	-	62,293.84	138.43%
402	Rentals	1,201	5,155.90	-	5,155.90	429.30%
403	Utilities	1,131,524	1,098,414.80		1,098,414.80	97.07%
405	Professional & Scientific Services	263,601	497,015.11	-	497,015.11	188.55%
406	Outside Services	144,411	201,171.41	-	201,171.41	139.30%
407	Intra-State Transfers	-	-	-	-	---
408	Advertising & Publicity	100	5,993.12	-	5,993.12	5993.12%
409	Outside Repairs/Service	159,826	188,624.34	-	188,624.34	118.02%
412	Auditor of State Reimbursements	-	-	-	-	---
414	Reimbursement to Other Agencies	373,666	389,694.90	-	389,694.90	104.29%
416	ITD Reimbursements	80,096	81,922.04	-	81,922.04	102.28%
417	Worker's Compensation	-	-	-	-	---
418	IT Outside Services	-	-	-	-	---
433	Transfers - Auditor of State	-	-	-	-	---
434	Transfers - Other Agencies Services	602	2,944.72	-	2,944.72	489.16%
501	Equipment	16,001	206,218.92		206,218.92	1288.79%
502	Office Equipment	-	-	-	-	---

503	Equipment - Non-Inventory	12,000	51,398.32	-	51,398.32	428.32%
510	IT Equipment	70,667	89,086.36	-	89,086.36	126.07%
601	Claims	-	-	-	-	---
602	Other Expense & Obligations	355,351	446,770.24		446,770.24	125.73%
701	Licenses	530	55.00	-	55.00	10.38%
702	Fees	-	-		-	---
705	Refunds-Other-Misc Receipts offset to expenses	-	-	-	-	---
901	Capitals	-	-	-	-	---
<b>Support Totals</b>		5,099,570	6,386,677	-	6,386,677	
---	Balance Carry Forward - Drug Forfeiture	-	-	-	-	---
---	Balance Carry Forward - Local Funds	-	-	-	-	---
---	Balance Carry Forward - General Fund	-	-	114.41	114.41	---
---	Reversion	-	-	114.40	114.40	---
<b>Total</b>		28,131,224	27,936,336	229	27,936,565	99.31%
<b>Ending Balance</b>					-	
		-			-	

## NCF/CRC GRIEVANCES FY21

<u>Type of Grievance</u>	<u>NCF</u>	<u>CRC</u>
Activities	0	0
Canteen	15	4
Discrimination	2	0
Facility Conditions	92	3
Fees	9	0
Food	24	2
Legal	1	0
Mail	21	0
Medical - Care	42	6
Medical - Copay	0	1
Medical Dental	4	1
Money	19	1
Non-Grievable (Formal Process Exists)	86	4
Incarcerated individual Behavior/Action	1	0
Phone	4	0
Policy	8	0
PREA	7	0
Privileges	69	0
Property Damaged	19	2
Property Lost	92	6
Records	4	0
Religious	0	2
Safety	0	0
Sanitation	0	0
School	0	0
Staff Behavior/Action	104	6
Staff Racial Issue	0	0
<b>TOTAL GRIEVANCES</b>	<b>623</b>	<b>38</b>

## HEALTH SERVICES

We have a dedicated team of nurses, physicians, and dental assistant that are dedicated to provide quality care to the incarcerated individual population at both NCF and CRC. The team includes 13 nurses, 1 nursing unit coordinator, a full-time dentist and physician, a dental hygienist, and a part-time optometrist.

PHYSICIAN ENCOUNTERS	8218
NURSE ENCOUNTERS	19,028
INTAKE SCREENING (PRH)	29
PSYCHOLOGIST	4699
DENTAL ENCOUNTERS	1950
OPTOMETRY ENCOUNTERS	578
OFF-SITE APPOINTMENTS	932
X-RAYS	261
LABS	2417
GRAND TOTAL:	38,112





# NCF DIETARY

The NCF dietary department is currently managed by a Food Service Director III and 10 Correctional Food Service coordinators. We are in the process of hiring a CFSC which will bring our number back up to 11.

With rising food costs, our garden produce continues to be a great cost saving resource to help keep our overall cost lower. NCF has a total of 3 different gardens that contribute fresh vegetables for our menus. Dietary oversees the Greenhouse and start all of our garden plants from seeds. In planning our garden we specifically choose vegetables that we can not only use now, but process and store for later use throughout the winter, i.e. onions, tomatoes green peppers etc. Dietary oversees the garden inside the fences while our Maintenance Department oversees a 12 acre garden at the CRC minimum security site.

In partnership with the Iowa Department of Natural Resources we have been planting **"Native Prairie Plants" for the DNR's restoration project.** During this fiscal year we have tilled more area at NCF to add more prairie plants for them. Incarcerated Individuals will keep the DNR plant areas free of weeds and then harvest and dry the seeds for the DNR.

NCF had COVID-19 hit our facility in the fall. CRC had its first positive case in October and NCF in December. Dietary made numerous changes to our meals during this situation to accommodate a very fluid situation. In December NCF lost all of our II workers due to a lockdown, to slow the spread of Covid-19, which made feeding 1,400 meals 3 times **a day challenging.** NCF utilized positive recovered II's to help the Food Services Director and Correctional Food Services Coordinators run the kitchen and get nutritious meals out in a timely manner. Constant menu changes due to suppliers not being able to meet our food and supply demands was a hurdle that was difficult but managed. Operations returned back to normal for the kitchen around the end of February.

With the addition of the snack shack at NCF the Ingredient Room CFSC will accept all of the snack items at the Dietary dock and then get those items dispersed to the Rec dept.

We have added a CRC servery so we are able to send bulk food to be portioned at CRC, **rather than serving trays that were made in the NCF kitchen and delivered to CRC.** II's have commented on better food quality, temperature, portion size and overall more palatable as a whole.



## WAREHOUSE

The Newton Correctional Facility warehouse is a large central warehouse that supplies the facility with food, maintenance supply, incarcerated individual clothing, chemicals and other necessities. All incoming freight is processed through the warehouse.

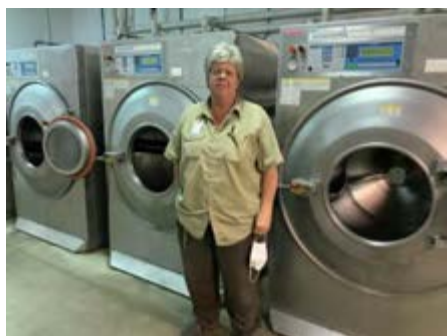
The warehouse provides many opportunities for incarcerated individuals to build work and pro social skills prior to leaving prison and successfully reentering society. Among the individual skill sets are *Inventory Management, Safe Food Handling, Supply & Freight Issue, Storage Regulations, Warehouse Safety, Warehouse Equipment Operation, Purchasing & Receiving, and Warehouse Operations* (as a whole).

The DOC approved Forklift Training Program is included in the warehouse training program for incarcerated individuals. Certificates are issued to incarcerated individuals to add to their work skill portfolios.

## BUILDING SERVICES

**The Building Services department manages the institution's housekeeping processes** throughout the support buildings and provides assistance to the living units with their incarcerated individual work crews. Building Services Coordinators manage the process of all trash and paper, metal and plastic recyclables. Coordinators also oversee the laundering, repairing, storing and issuing of all incarcerated individual clothing. In the past year, over 20,000 loads of clothing were laundered in the industrial capacity laundry machines. That number of loads equates to approximately 2,000,000 pounds of clothing.

Incarcerated individuals have opportunities to build work skills working in the building services department. Among the critical skill sets are *Floor maintenance, Waste & Recycling Management, Commercial Laundry Operations, Sewing & Tailoring, Equipment Operation, Bio-Hazard Cleanup, Chemical Handling & Safety, and Housekeeping/Janitorial Processes*.



## MAINTENANCE

### Dietary area:

#### **NCF**

- West drain line repair (extensive demo and repair with new CPVC piping)
- New cooler evaporator coil installs in two of the coolers and one freezer
- Installed two new tilt skillets
- Installed one new steam kettle
- Installed two new upblast exhaust fans and VFD's on Bldg H roof
- Replaced 4 main water isolation valves for dietary area
- Replaced dietary refrigerator with commercial (True) unit
- Installed pizza ovens on the living unit serveries
- Installed polycarbonate shielding over serving counter on living units
- Installed meal scan stations on all living units
- New epoxy resin flooring installed in the door #004 corridor
- Upgraded many of the ice machines on the living units to high capacity units
- Expansion of warehouse freezer and conversion of a cooler to a freezer for needed capacity

#### **CRC**

- Remodeled dish cleaning area and servery with all new sinks, plumbing, and steam tables to serve bulk food
- Installed meal scan station
- Upgraded many of the ice machines at CRC to high capacity units

### Laundry and Housekeeping:

#### **NCF**

- Purchased and currently installing 5 new washing machines in building H
- Purchased and installed new washer and dryer combos on the living units

#### **CRC**

- Purchased and installed two new commercial washer and dryer sets and converted the kitchen area to a new laundry area after the fire of 2019-20. Complete demo and remodel to meet DAS Engineering criteria.

### Maintenance and Power Plant

#### **NCF**

- Security system upgrade 1.5million to campus in the form of new 144 strand single mode fiber, new simplex panels over the medium site.
- Upgrade and remodel to master control center, cameras and recording hardware/software and equipment.
- New phone system over both sites.
- TV coax, upgrades over both sites.
- Replaced three main UPS units in building L,K,and H.
- New High mast lights (LED) and all new wire pulls feeding them.
- Replaced all building and living unit lights with LED units.
- Replaced building H, and Alpha unit roofs with white TPO Roofing.

- Demo and replaced building H gym floor with new maple hardwood.
- Swapped the metal and wood shops @ NCF maintenance area including needed security upgrades.
- Bldg H upper mechanical piping replacement upgrades to leaking copper pipe to stainless steel.
- New Building Automation System field panel hardware upgrades in buildings K,H,A,B,C,D,E,CRC,and IPI.
- New staff break area between bldg H and K.
- New II Snack Shack addition to bldg H.
- New Sally port building.
- Shower renovations to living units B,C,D,E, (epoxy resin coating)
- Restroom renovations to living unit urinals.
- Green house was constructed on-site through a partnership with the DNR as well as a facilities building to the north.
- Resurfaced the boulevard with a new asphalt cap.
- Tested all the fire hydrants at both sites resulting in the replacement of 3 fire hydrants.

### **CRC**

- New TPO roofing installed over the Kitchen, and old administration areas.
- Complete overhaul of upper restrooms/showers with the addition of a phone/KIOSK room.
- Total revamp of the burned out laundry room and transition to Snack Shack. All new wiring including communication restored to the area.
- Demolition and remodel of the new R&D and R&D Laundry area with strip out quarters.
- New 72 strand single mode fiber installed from NCF to CRC to include HFI.
- New light/camera poles and pathways set for coming security upgrades to the CRC campus.
- New gen-set purchased to provide emergency power to ILU/Training center.



## **CRISIS NEGOTIATION TEAM (CNT)**

Newton CNT consists of Martie Larsen, Rob Streeter, Chris Clemmons, Joseph Mayhew, Matt Youngkin (Asst Team Leader), Joseph Munoz, Mark Elliott, Brian Cupples, Robert Hazen (Asst Team Leader), Chelsea Wilder, Amy Montano and Scott VerSteeg (Team Leader).

Fiscal year 2021 saw the height of COVID restrictions and staffing issues that put our training on hold. With no training taking place, we attempted to maintain equipment and be ready for any issue that may arise. The team did make use of email and tried to share information pertinent to our function. We continued to involve ourselves in cell fronts and any other task given by supervisory staff. We look forward to a return to normalcy this fiscal year.

## **CERT / K9**





NCF CERT team is comprised of 10 members which includes both of our K9 units. Capt. Mike Brandt (CERT Commander and K9), Capt Brenna Lust, Sgt. John Schumacher (K9), Sgt. Marv Thurmond, Sgt. Dalton Machin and Sgt. Dalton Mindham (Team Lead), Zach Randall (Team Lead, Weapon and Chemical agent Instructor, Tim Hartgers, Jayson Brandt (Medic), Brian Pfeiffer (Personal Safety Instructor) and Ernie Galbreath (Weapon and Chemical agent Instructor).

Some of the primary duties include assisting with problematic incarcerated individuals and conducting K9 escorts when needed. They are also utilized for armed transport of incarcerated individuals to higher security facilities. The CERT team is often utilized for large scale searches both at NCF as well as assisting other facilities as needed.

Our K9 team consists of Kevlar- Belgium Malanois (handler Sgt. Schumacher) and Storm a Dutch Shepard (handler Capt. Brandt).





# SSP

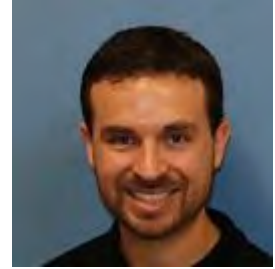
## SSP Team Members



CO Justin Barry –



Sgt. Edmunds



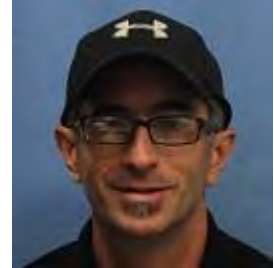
Psych. Franke



Psych. Golden



CO McKim



RS Pfeifer



CC Scofield



CO Warnick



CC Vincent

### STAFF SUPPORT TEAM (SST) part of STAFF SUPPORT PROGRAMS

PURPOSE - to provide assistance to employees and families in the event of a traumatic incident. Along with providing assistance and interventions during and after times of personal crisis, which may include a major emergency.

SST provides a listening ear, contact resources for assistance, and can assist in assistance when you have a need in life.

We promise to keep your discussion in confidence.

## **ALJ Information**

Administrative Law Judge (ALJ) Kristian Anderson conducts in-person hearings on major disciplinary reports at NCF. In addition, ALJ Anderson conducts SOTP hearings for incarcerated individuals who are classified to take SOTP and who are terminated from the SOTP program. ALJ Anderson is the senior ALJ in the Department.



## **ACTIVITIES DEPARTMENT**

The Activity Department, currently made up of four Activity Specialists, oversee a wide range of activities and events offered to the general population. The activities offered create many opportunities for incarcerated individuals to exercise, compete, learn and work together. The Activity Specialists work together to plan, organize and implement a variety of activities and events for both the medium and minimum security sites. Our goal is to promote pro-social behavior, through activity, to help reduce or eliminate future victimization.

The activities department offers opportunities for incarcerated individuals to participate in sports leagues throughout the year. These leagues are offered for basketball, soccer, flag football, volleyball, softball, and bags. Because much of the population has not participated in league play, the leagues offer a great opportunity for individuals to learn to work together as a team and to take pride in accomplishments. Before playing in a league, inmates are required to sign a contract that outlines good sportsmanship and expectations during league play.

CRC and NCF both have food windows that offer a wide variety of food available for purchase. In addition to the food window approximately 400 TVs are rented out each month, oversight of a 12,000 square foot weight yard and completion of 225 haircuts per week also happen under the guidance of the activities department.

Covid brought a unique set of challenges for NCF. Our gym was converted into a housing unit that housed 70 individuals for several months. Our Activities Specialist were used

largely during this time to manage the temporary housing unit. In addition, our staff were used to cover various security posts due to staffing shortages.

Our Activities Specialists also serve on various teams and committees that include; Staff Victimization and Support Services, Staff Events and Wellness, HNT and CERT. In addition some of our activities staff teach staff training classes in implicit bias, personal safety, CPR and de-escalation.

In addition to the activities listed above, the activities department also oversees the following programs at the facility.

Hazardous chemical training  
Art Permits  
Barbershop  
Guitar/Instrument maintenance and tuning  
Storybook Program  
Bingo  
Weekend/Holiday tournaments (Indoor and Outdoor)  
Religious Activities and Feasts  
Yard Gardening  
Grinnell College Programs  
Personal Book Receiving and Tracking  
New Inmate Orientation Classes  
PREA orientation  
Incarcerated Individual Photos  
Fundraisers  
Inner library loan requests  
Library Services  
Debitek  
Snack Shack  
Open gym activities  
Weight yard  
Recreation equipment shack

## Volunteers

**Volunteers are an essential part of NCF's re-entry process as they make a measurable difference in the incarcerated individual's life. Volunteers offer a wide variety of skills** that can assist incarcerated individuals to be productive members of society. They provide role modeling that we hope the incarcerated individuals will emulate. Often incarcerated individuals feel forgotten as they have alienated family and friends and our **volunteers show them that they're still valued. They teach the incarcerated** individuals better ways of coping with their life problems by helping them make better decisions, manage their anger and improve missing or underdeveloped life skills.

Due to COVID -19 we had to suspend our volunteer services. We look forward to having **them back and providing services to our II's.**

# Administration



Human Resources



IT / EET



Records



Business Office

# NCF Housing Units

## *Living Unit A (LUA)*

LUA may house any of the following Privilege Levels: Administrative Segregation, Disciplinary Detention, TIP 1, Mental Health Observation, Suicide Self Injury Prevention, and Protective Custody. When necessary, LUA may house Parole Revocation Hold and/or TIP 4 incarcerated individuals waiting for bed space to become available on other units. Incarcerated individuals housed on LUA are restricted in the amount and type of items they may have in their cells to ensure their safety and security as well as that of the staff members who work on the unit. Incarcerated individuals are escorted any time they are out of their cell by staff, with some levels requiring the use of restraints. The unit has 48 single bed cells, along with one observation cell.



## *Living Unit B (LUB)*

LUB currently maintains the following Privilege Levels: Parole Revocation Hold, Safekeeper, Long Term Ambulatory, Mental Health Observation, Suicide Self Injury Prevention, TIP 4 incarcerated individuals waiting for bed space on the General Population units, TIP 3, 4 and 5 Special Needs incarcerated individuals. The main objective of LUB is the application of a Special Needs program for lower functioning incarcerated individuals needing to complete the Sex Offender Treatment Program. LUB currently uses 99 of the available 197 beds on the unit to house Special Needs incarcerated individuals, with all of those being on the right wing. The unit currently employs incarcerated individual mentors to help manage the population and provide positive role-modeling to help change negative incarcerated individual behavior. A fence between LUA and LUB provides a separate yard space to be utilized by the Special Needs incarcerated individuals and their mentors, in the effort to reduce opportunities for the Special Needs to be victimized by General Population incarcerated individuals.





### *Living Unit C (LUC)*

LUC currently houses level 3 and level 4 incarcerated individuals. Those in level 3 status are there for approximately 30 days and are in this status for more severe behavior (fighting, sexual misconduct, smuggling, etc). Level 4 I/I's are in this status for at least 90 days and can progress up the level system with a job, in treatment, and positive behavior. The vast majority are here for SOTP with some hard to place I/I's and some who have been revoked to prison. Staffing includes Treatment Services Director Audia Lazenby and 3 Correctional Counselors.



### *Living Unit D (LUD)*

LUD currently houses level 4, 5, and (recently) 6 I/I's. Due to many I/I's qualifying for level 6 we decided to implement having level 6s on LUD and placing them on the LUE list to move once space is available.

The biggest change to LUD is our level system with now having level 6 on the unit. These I/I's are allowed the same privileges as level 6 on LUE (more visiting time, late night, input on cellmates, and use of the microwave in the servery). LUD is also in the process of receiving 4 microwaves for the unit as a level 5 privileged as well.

Both units LUC and LUD have a combined four mentors who are available for staff use to help with I/I's who are having a bad day, displaying negative behavior, and act as a positive peer to other I/I's. We have hired mentors with various backgrounds, age range, that are bilingual, and have done so to attempt to have someone everyone can find a comfort-ability in speaking with. This program has had a positive impact on I/I's and been a huge benefit for staff.





### *Living Unit E (LUE)*

LUE houses the highest level incarcerated individuals which is level 6. They maintain this level by having a job, being in treatment and maintaining positive behavior. Level 6 privileges include longer visiting times, late night on the unit, longer times on the yard and use of microwaves in the server.

There is a major difference in Unit E from the rest of the units in that there are wooden keyed doors rather than metal cell doors and the incarcerated individuals living on this unit have their own key to their door. There are 2 man or 3 man rooms and they have communal restrooms and showers.



### *Correctional Release Center (CRC)*

#### Minimum Live Out and Minimum Work Out Custody

The Correctional Release Center is a 388 bed Minimum Live-Out facility. The facility offers a variety of educational, vocational, and treatment programs to help prepare incarcerated individuals to successfully re-enter the community. Among the programs are: DMACC HiSET, literacy and life skills classes, 321J Prime for Life, Achieving Change through Value-Based Behavior, Moral Reconation Therapy, and apprenticeships through the IPI Homes for Iowa and Quantum Plastics employers. There is an on-site Iowa Workforce Development Advisor to assist in re-entry which has been instrumental in helping those releasing find employment opportunities before they leave.



### *ILU (Independent living Unit Safe-keeper housing)*

Safe-keeper (capacity 16 beds)

This housing unit consists of 4 rooms with capacity of 16 safe-keeper beds and is for those awaiting trial for civil commitment.

There is one Correctional Officer assigned to each of the 3 shifts and 1 Correctional Counselor who shares their time with CRC.



## **Law Enforcement Torch Run For Special Olympics**

Staff from NCF participated a little different this year with doing the Torch Run for Special Olympics on site due to COVID restrictions.



## Correctional Workers' Week 2021

NCF Staff Events/Wellness Committee always line up a great week to celebrate **Correctional Workers' Week**! This year we enjoyed casual dress for a full week, Candy Boxes, a wonderful cook-out with hamburgers and brat burgers, Frozen custard from Culvers, Flavored popcorn and donuts.

